

NOTICE  
NO.

LOGISTICS  
1954

SUPPLY

PROCUREMENT AND USE OF FILING CABINETS

1. This notice establishes conditions under which the Logistics Office will meet Agency requirements for letter or legal size filing cabinets, including combination lock safe cabinets.

2. All requisitions for letter and legal size filing cabinets will be routed through the appropriate Area Records Officer who will be responsible for entering and signing the following certification on the requisition:

This certifies that this Office has complied with the utilization provisions of Agency Notice \_\_\_\_\_, "Procurement and Use of Filing Cabinets."

Area Records Officer, (Name of Component)

3. Before requesting additional cabinets each Agency component shall survey all such cabinets currently in its possession and will effect maximum utilization through:

- a. Transfer of inactive records to the Agency Records Center.
- b. Disposal of records in accordance with schedules which have been reviewed by the Records Management Division, Management Staff, and approved by Congress.
- c. Removal of office supplies, publications, and other nonrecord material from filing cabinets.
- d. Use of letter size cabinets when legal size material comprises less than 20% of the material to be filed therein.
- e. Centralization of files in vault areas, where feasible, so as to permit use of cabinets without locks instead of safe type cabinets.

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4. When a requirement is to be filled, available stocks of suitable used or reconditioned filing cabinets will be utilized. Cabinets of varying numbers of drawers may be issued on the basis of the total number of drawers ordered, and all finishes will be considered interchangeable. Notice of the intent to substitute will be given prior to shipment.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Administration)

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